



NC Birth-through-Kindergarten Standard Professional II License Checklist

More at Four (MAF) teachers who hold a NC Birth-through-Kindergarten Standard Professional II license may use this checklist to ensure they have met all requirements to maintain a current license.

Check off & date when completed C-completed IN = incomplete	Activities
	TLU Enrollment & Evaluator Assignment
C	A. Submit TLU Enrollment Form & copy of your NC BK License
C	B. Placed on TLU waiting list for services
C	C. Attend TLU Orientation Session with Site Administrator/Director
C	D. Moved from TLU waiting list to Active Teacher List and Assigned a Mentor and Evaluator Team
C	Testing Requirements for North Carolina Licensed Teachers
	<p>A. Although no test is required for the Birth-Kindergarten (B-K) license, BK teachers may be designated “highly qualified” (HQ) to teach kindergarten by earning a score of 155 or higher on the Praxis test Early Childhood: Content Knowledge (0022).</p> <p>B. Teacher submits scores to TLU. TLU submits to DPI Licensing to change status code from 99 or 97 HQ Status Code 87. See: http://www.ncprek.nc.gov/TLU/tluTrackstoLicensure.asp for more information and registration to take this test.</p>

	SPII Licensure Cycle & Requirements
	<p>A. 5-year renewal cycle, once teacher attains the SP II License</p> <p>B. Teacher conducts on- going self-assessment with evaluation rubric</p> <p>C. Teacher develops own Professional Growth Plan using evaluation results and evaluator input</p> <p>D. Evaluator conducts formal and informal observations and evaluations:</p> <ul style="list-style-type: none"> ○ Years 1-4: 2 per year (2 formative evaluation) ○ Year 5: (2 formative & 1 summative evaluation) <p>E. Teacher completes Professional Development</p> <ul style="list-style-type: none"> ○ 150 contact hours <u>or</u> ○ 15 continuing education credits (CEUs) <u>or</u> ○ 10 semester hours (or combination) PLUS ○ CEU for <u>each year</u> of full time teaching experience ○ Professional Growth Plan should guide selection of professional development
	Year 5 of BK Standard Professional II Licensure (and TLU Services)
	<p>A. Evaluator submits to the TLU</p> <ul style="list-style-type: none"> ○ Teacher's final evaluation (Summative) showing successful teaching as evidenced by performance ratings.
	<p>B. Teacher submits to the TLU</p> <ul style="list-style-type: none"> • <u>Form E-Verification of K-12 Educator Experience</u> verifying current and past employment as a Lead Pre-School Teacher; and • <u>Payment</u> <ul style="list-style-type: none"> ▪ Form CC-Credit Card Authorization Form <u>or</u> ▪ check/money order for \$55.00 ▪ payable to the NC Department of Public Instruction. • <u>Documentation of Professional Development</u> <ul style="list-style-type: none"> ▪ Certificates <u>or</u> Official Transcripts (may be a combination) <ul style="list-style-type: none"> ✓ 150 contact hours <u>or</u> ✓ 15 continuing education credits (CEUs) <u>or</u> ✓ 10 semester hours <u>plus</u> ✓ 1 CEU (10 contact hours) for <u>each year</u> of full time teaching experience <u>verified</u> on Form E (see above)
	<p>C. The 5-year renewal process continues for the duration of your employment as a BK licensed More at Four Teacher in a nonpublic <u>or</u> public school pre-K classroom.</p>